

MANAGER'S DESKTOP GUIDE

CIVILIAN HONORARY & PUBLIC SERVICE AWARDS





INTRODUCTION

GENERAL

Probably the most flexible management tool you have as a manager in publicly recognizing employees is the incentive awards program. Public recognition of superior ideas and outstanding individual performance helps build morale and is not only a positive reflection of your employee, but also of your organization as a whole. Bestowing honorary awards on your civilian employees will show that professionalism, initiative, and high performance is rewarded.

Army organizations do not operate in a vacuum. The Army family comprises Soldiers, civilians, and family members, all of whom enjoy the time and talents of those who volunteer their services. The spirit of volunteerism is increasing especially now at this time of war. Volunteerism is a high property that deserves to be properly recognized. (See, for example, Army Regulation (AR) 608-1, Appendix H, for provisions on volunteer recognition.)

The purpose of this guide is to provide you with helpful information on who is eligible to receive honorary and public service awards, how to nominate individuals, what documents are required, and which steps need to be taken. While the information provided is in a limited forum to easily gain knowledge, additional information can be obtained principally from AR 672-20, Incentive Awards, and Army in Europe Supplement 1 to AR 672-20. For non-appropriated fund employees also see AR 215-1 and AR 215-3. For Local National (LN) employees also see Army in Europe Regulation 690-672.



INTRODUCTION

ELIGIBILITY

All US citizen and LN employees are eligible for honorary awards, but not for public service awards. (See Table 2-1, and related provisions, of AR 672-20 for various award eligibilities.) Contractor employees are not Federal employees and, generally, are not eligible for honorary or public service awards. A proper way to recognize contractor employees is to inform their contractor employer, through government Contracting Officers (KO), of an individual's exemplary contributions so that the employer may grant appropriate recognition. However, contractors whose contributions are substantially beyond that specified or implied within the terms of their contracts or whose recognition is clearly in the public interest, may be recognized with certain honorary awards (e.g., local certificates of appreciation and other small items). (See, for example, DOD Regulation 1400.25-M, subchapter 451.) Any such awards must be coordinated in advance with the KO. Use of commander's coins is appropriate for US and LN, employee recognition in accordance with Army in Europe Regulation 710-23. Personnel substantially contributing as private citizens may be eligible for public service awards. Contact your Civilian Personnel Advisory Center (CPAC) for more information.



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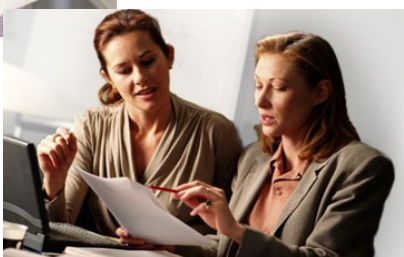
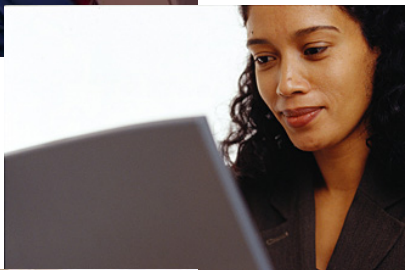
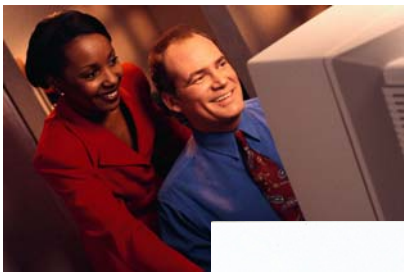
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HONORARY AWARDS



HONORARY AWARDS

Civilian Award/Description	Approval Level	IARB * Approval
Decoration for Exceptional Civilian Service For clearly exceptional performance of duties, exceptional achievement of major significance, providing outstanding leadership, or exhibiting great courage	Secretary of the Army	Yes
Meritorious Civilian Service Award For performance of duties in an exemplary manner, demonstrating unusual initiative and skill, achieving outstanding results, or exhibiting unusual courage in an emergency	MACOM Commanders	Yes
Superior Civilian Service Award For superior service or achievement, or heroism of a lesser degree than that recognized by the Meritorious Civilian Service Award	Commanders MG and above and civilian equivalent	Yes
Commander's Award for Civilian Service For performance of duties in an outstanding manner, demonstrating initiative, skill and leadership in performing assigned duties, demonstrating courage or rendering service resulting in favorable local publicity	Commanders COL and above and civilian equivalent	No
Achievement Medal for Civilian Service For noteworthy achievements that are of lesser degree than that recognized by the Commanders' Award for Civilian Service	Commanders LTC and above and civilian equivalent	No



* IARB – Incentive Awards Review Board

HONORARY AWARDS

PROCESSING CHECKLIST

Honorary Award Nomination – Review award packet using this checklist to ensure all applicable documentation has been included.

- ☐ DA Form 1256, Incentive Award Nomination and Approval
- ☐ Biographical Data
 - For US nominations required for all awards
 - For LN nominations required for US Embassy concurrence process
- ☐ Justification (should provide achievements and resulting benefits for the period nominated)
- ☐ Citation (avoid acronyms and abbreviations)
- ☐ List of previous honorary and cash awards
- ☐ For US nominations – EEO Office certification
(Certification may be provided in PART II or DA Form 1256 or as a separate statement from the EEO Officer)
- ☐ For US and LN nominations – CPAC certification
(Certification may be provided in PART II of DA Form 1256 or as a separate statement from the servicing CPAC)
- ☐ Coordination with other organizations (if applicable)
- ☐ Memorandum of Lateness (if applicable) – Award nominations for approval by the Commanding General (CG) or Deputy Commanding General (DCG) must be forwarded to the Civilian Personnel Directorate 60 days prior to the presentation date. An award package is considered late if it arrives in the Office of the Secretary of the General Staff less than 15 days prior to the anticipated presentation date.

HONORARY AWARDS

BIOGRAPHICAL DATA

Biographical data is required for honorary award nominations. This information should be typed on a single sheet of paper.

US Employee

1. Name
2. Title, Series, and Grade
3. Education and Degrees
4. Employment History
5. Reason(s) the individual is nominated for the award –
Nominee is receiving award for exceptional performance of duties upon his/her

For Example:

- Departure from current position
- Retirement
- Recognition of special project

LN Employee

1. Name
2. Date of Birth
3. Place of Birth
4. Official Identification Card Number
5. Current Home Address
6. Marital Status
7. Education and Employment History
8. List of Previous Cash and Honorary Awards
9. Reason(s) the individual is nominated for the award –
Nominee is receiving award for exceptional performance of duties upon his/her

For Example:

- Departure from current position
- Retirement
- Recognition of special project

HONORARY AWARDS

JUSTIFICATION

A well-supported justification is a summary of the employee's noteworthy achievements that should not exceed two-single spaced pages. The description of the achievements should be as comprehensive, specific, and quantitative as possible, while the use of any inflated language must be avoided. The justification should include descriptions of programs, plans, projects, or events developed, created, and orchestrated by the individual. It should also include the impact the individual's accomplishments had on the organization. Specific examples of accomplishments strengthen the justification. The dates of the achievements must be listed. Any periods of service recognized by a previous honorary award may not be used as justification for the current award.

A weak justification fails to provide a complete picture of the employee's accomplishments. It may only be a reflection of the employee's position description and state that he/she did a great job or served with distinction. Characteristics of a weak justification may be the lack of detail in describing the accomplishments and achievements of the individual; the omission of the impact the individual had on the program of the organization as a whole; the lack of clear and concise language, or the submitted description of the justification and the level of the intended award do not match. These characteristics are not all inclusive.

HONORARY AWARDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) CERTIFICATION/ CPAC CERTIFICATION

The EEO office must review the nominee's records for any pending and past EEO complaint findings against the nominee and provide a pertinent statement. The CPAC must certify that the nominee has no pending or past adverse actions, based on performance or conduct in the nominee's record. Certification may be documented on DA Form 1256, block 8, or on a separate sheet of paper.

Email certification is acceptable but must be printed for inclusion with the nomination.

Example of EEO Certification

The United States Army Garrison Heidelberg active EEO discrimination complaint files have been reviewed. Mr. John Doe has no pending or past EEO complaints. His nomination is consistent with EEO and Affirmative Employment goals.

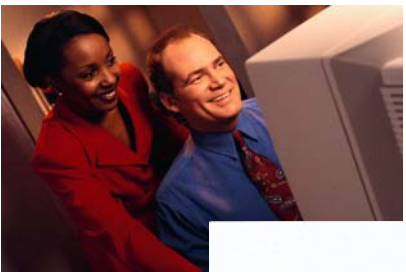
Equal Employment Opportunity Officer

Example of CPAC Certification

There is no record of any pending or past disciplinary/adverse action processed on Mr. John Doe based on performance or conduct.

Chief, Civilian Personnel Advisory Center

PUBLIC SERVICE AWARDS



PUBLIC SERVICE AWARDS

Civilian Award/Description

Approval Level

IARB * Approval

Decoration for Distinguished Civilian Service For distinguished service that makes a substantial contribution to the accomplishment of the Army mission	Secretary of the Army	Yes
Secretary of the Army Public Service Award For exceptional service that makes a substantial contribution to the accomplishments of the Army's mission	Secretary of the Army	No
Outstanding Civilian Service Award For exceptional service that makes a substantial contribution to the accomplishments of the Army's mission	Commanders MG and above and civilian equivalent	No
Commander's Award for Public Service For service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency	Commanders COL and above and civilian equivalent	No



* IARB – Incentive Awards Review Board

PUBLIC SERVICE AWARDS

PROCESSING CHECKLIST

Public Service Award Nomination – Review award packet using this checklist to ensure all applicable documentation has been included.

- ☐ DA Form 1256, Incentive Award Nomination and Approval
- ☐ Biographical Data
 - For US nominations required only for awards which require Secretary of the Army approval
 - For LN private citizen nominations required for US Embassy concurrence process
- ☐ Justification (should provide achievements and resulting benefits for the period nominated)
- ☐ Citation (avoid acronyms and abbreviations)
- ☐ List of previous public service awards

PUBLIC SERVICE AWARDS

BIOGRAPHICAL DATA

US and LN Private Citizen Nominee

1. Name
2. Date of Birth
3. Place of Birth
4. Official Identification Card Number
5. Current Home Address
6. Marital Status
7. Education and Employment History
8. List of Previous Awards
9. Reason(s) the individual nominated for the award –
Individual nominated for outstanding contributions to
the military family upon:

For Example:

- Military or civilian spouse departure
- Military or civilian spouse retiring
- Military or civilian spouse special recognition

PUBLIC SERVICE AWARDS

JUSTIFICATION

A well-supported justification is a summary of the individual's noteworthy achievements that should not exceed two-single spaced pages. The description of the achievements should be as comprehensive, specific, and quantitative as possible, while the use of any inflated language must be avoided. The justification should include descriptions of volunteer activities, or services that make a substantial contribution to the Army's mission as a whole. Specific examples of accomplishments strengthen the justification. The dates of the achievements must be listed. Any periods of service recognized by a previous public service award may not be used as justification for the current award.

A weak justification fails to provide a complete picture of the individual's accomplishments. Characteristics of a weak justification may be the lack of detail in describing the accomplishments and achievements of the individual; the omission of the impact the individual had on the soldiers and families or the Army as a whole; the lack of clear and concise language, or the submitted description of the justification and the level of the intended award do not match. These characteristics are not all inclusive.



APPENDIX

GLOSSARY

AR	Army Regulation
CG	Commanding General
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Directorate
DA	Department of the Army
DCG	Deputy Commanding General
DDCSA	Decoration for Distinguished Civilian Service Award
DECS	Decoration for Exceptional Civilian Service
DOD	Department of Defense
DCSA	Distinguished Civilian Service Award
EEO	Equal Employment Opportunity
G1	Office of the G1, HQ USAREUR
IARB	Incentive Awards Review Board
KO	Contracting Officer
LN	Local National
MACOM	Major Army Command
MCSA	Meritorious Civilian Service Award
ODCS	Office of Deputy Chief of Staff
SAPSA	Secretary of the Army Public Service Award
SCSA	Superior Civilian Service Award
USAREUR	United States Army, Europe

INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI Foote, Shelby	2. SOCIAL SECURITY NO. 123-45-6789	3. ORGANIZATION (No abbreviations) HQ, USAREUR/7A Office of the Chief of Staff
4. PRESENT POSITION, TITLE, GRADE AND SALARY Historian, GS-0170-13		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (if other than that shown in item 4)

6. TYPE OF AWARD RECOMMENDED

ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.

a. HONORARY		b. MONETARY
DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE	QUALITY STEP INCREASE
X MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE	PERFORMANCE AWARD \$
SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT	SPECIAL ACT/SERVICE AWARD \$
OTHER (Specify)		ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR) Jan 01-Jun 06		TIME OFF AWARD

7. NOMINATING OFFICIAL

a. TYPED NAME AND TITLE Oliver B. Cromwell Chief, Historian	b. SIGNATURE	c. TELEPHONE NUMBER AREA CODE ()	d. DATE
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PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO			
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL ☐ DISAPPROVAL ☐ OTHER ☐

COMPLETE FOR MONETARY AWARDS RECOMMENDED

AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$
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PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (if monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				Robert L. Wadsworth BG, USA, Cofs
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

SAMPLE

Memorandum of Lateness

(Office Symbol)

(Date)

MEMORANDUM FOR Commanding General/Deputy Commanding General

SUBJECT: Memorandum of Lateness

1. Request approval of enclosed award nomination of Mr. John Doe, Human Resources Specialist, for the Meritorious Civilian Service Award.

Example a

2. Reason – On (date), Mr. Doe was notified he had been accepted for a position at Fort Monroe on (date) and will be departing (date). The job offer and acceptance came unexpectedly to this office, which did not allow sufficient time for a timely submission, hence the delay.

3. It is appropriate that Mr. Doe be recognized for his exceptional accomplishments to the Directorate of Civilian Personnel, ODCS, GS USAREUR because (state the reasons).

4. POC is (name and phone number).

Example b

2. Reason – Mr. Doe announced on (insert date) that he would be retiring which allowed (insert a time such as one, two, or three weeks) to process this award.

3. It is appropriate that Mr. Doe be recognized, upon his retirement, for his exceptional accomplishments to the Directorate of Civilian Personnel, ODCS, GS USAREUR because (state the reasons).

4. POC is (name and phone number).

COMMANDER or STAFF PRINCIPAL SIGNATURE BLOCK

NOTE: Above are two examples of reasons for requesting the USAREUR, CG's/DCG's approval for a late award nomination. There may be other valid reasons the nominator may use to support the Memorandum of Lateness.